Sheth T.J. Education Society's

Sheth N.K.T.T. College of Commerce &

Sheth J.T.T. College of Arts (Autonomous), Thane

Credit structure as per NEP 2020 F.Y.B.Com. (2025-26)

CODE	Semester I Subjects	Cr	CODE	Semester II Subjects	Cr
Major **BCA101B** **CC102**	1. Accountancy and Financial Management- I 2. Commerce I – Introduction to Business	4 2	**Major** **BCA201B** **CC202**	1. Accountancy and Financial Management – II 2. Commerce II – Introduction to Service Sector	4 2
Minor	-	-	**BCE203**	3. Business Economics – Micro Economics I	2
BCM103	3. OE: Maths/ Stats – Mathematical and Statistical Techniques- I (Lecture and Tutorial)	4	**BCM204**	4.OE: Maths/ Stats –Mathematical and Statistical Techniques -II (Lecture and Tutorial)	4
BCC104 **BCG105**	4. VSC: Commerce: Entrepreneurship Development - I 5. SEC: Geography - Biodiversity and Eco Tourism	2 2	**BCC205** **BCG206**	5.VSC: Entrepreneurship Development – II 6. SEC: Geography – Waste Management	2 2
BCL106 **BCC107** **BCE108**	6. AEC: English- Introduction to Business Communication (Lecture and Tutorial) 7. VEC: Life Skills & Holistic Development -I 8. IKS: Economics- Economic Thoughts of Kautilya and Chhatrapati Shivaji Maharaj	2 2 2	**BCL207** **BCC208**	7.AEC: English- Theory and practice of Business Communication (Lecture and Tutorial) 8.VEC: Life Skills & Holistic Development - II	2 2
BCS109 **BCL109** **BCP109**	9. CC: NSS-National Service Scheme / Sports/ Cultural/ Yoga	2	**BCS209** **BCL209** **BCP209**	9.CC: NSS-National Service Scheme / Sports/ Cultural/ Yoga	2
	Total	**22**			**22**

NEP Coordinator
Prof. Hina Chande

Principal
Dr. Dilip Patil

VISION: COMMITTED AND PERSUASIVE EFFORTS TOWARDS HOLISTIC EDUCATION

Syllabus: Under NEP 2020 w.e.f Academic Year 2024-25

Programme Name: **B.Com.**	**Semester: I**
Course Category: Major	
Name of the Dept: **Accountancy**	
Course Title: **Accountancy & Financial Management-I**	
CourseCode: **BCA101**	Course Level: **4.5**
Type: Theory / Practical	
Course Credit: 4	
Hours Allotted: 60 Hours	
Marks Allotted: 100 Marks (40 Marks Internal and 60 Marks External)	
Course Objectives: 1. To make learners aware about the basic accounting process and Accounting Standards. 2. To equip learners with the skills necessary to prepare final accounts for Sole Manufacturing / Trading entities, including effects of capital and revenue items. 3. To enable learners to prepare Departmental Accounting, including expense allocation and profit calculation for organizations with multiple departments. 4. To familiarize learners about need of Computerized accounting System.	
Course Outcomes: CO1: Upon completion of the course, learners will understand the basic accounting process and the application of accounting standards. CO2: Learners will be able to prepare final accounts for sole manufacturing/trading concerns, including the effects of capital and revenue items. CO3: Learners will acquire the knowledge of preparing final accounts for organizations with multiple departments. CO4: Learners will understand the need of Computerized Accounting System.	
Description the course:	Through theoretical concepts and practical application, students will gain proficiency in fundamental accounting principles, standards, and software, preparing them for roles in accounting and finance.

Unit No.	Course Content	Hours
I	Accounting Process and Accounting Standard - AS1, AS 2 and AS 10	15
II	Final Accounts of Manufacturing Concern	15
III	Departmental Accounts	15
IV	Introduction to Computerized Accounting System	15
	Total Hours	60

Syllabus Description

Unit No.	Course Design	Hours
1	**Accounting Process and Accounting Standard - AS1, AS 2 and AS 10** **Accounting Process:** Analyzing and Recording Transactions in Journal and Ledger, Preparation of Trial Balance, Adjusting and Closing Entries. **Accounting standards:** Concepts, benefits, procedures for issue of Accounting Standards **AS-1: Disclosure of Accounting policies** Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustration. **AS-2: Valuation of Inventories (Stock)** • Meaning, Definition, Applicability, Measurement of Inventory, • Disclosure in Final Account, Explanation with Illustrations. • Meaning of inventories Cost for inventory valuation • Inventory systems: Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance • Methods of Stock Valuation as per AS – 2 : FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet **AS – 10: Property, Plant and Equipment (including depreciation)** Accounting for Depreciation: Provision for Depreciation method Depreciation Schedule under Companies Act and Income Tax Act	15

2	**Final Accounts of Manufacturing Concern** • Expenditure: Capital, Revenue • Receipts: Capital, Revenue • Final accounts of Manufacturing concerns	15
3	**Departmental Accounts** • Meaning of Department and Department Accounting • Basis of Allocation of Expenses and Incomes/Receipts • Inter-Departmental Transfer: at Cost Price and Invoice Price, Stock Reserve • Departmental Trading and Profit & Loss Account and Balance Sheet	15
4	**Introduction to Computerized Accounting System (CAS)** • Basic flow of Accounting Transaction, Salient Features of CAS • Advantages and Limitations of CAS • Grouping of Accounts • Using Software of CAS • Accounting Information System	15
	Total Hours	60

References:

● Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

● Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.

● Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.

● Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi

● Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi Accounting Principlesby Anthony, R.N. and Reece J.S., Richard Irwin Inc.

● Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Shehgal Ashok, Mayur Paper Back

● Compendium of Statement & Standard of Accounting, ICAI.

● Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai

● K. Mohan Kumar & Dr. S. Rajkumar, “Computer Application in Business”, Vijay Nichole Imprints Private Limited, Chennai.

● Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private

Scheme of Examination

Internal: 40 Marks

Internal	Marks: 40
Project Presentation/Case Study/ Quiz/ Group Discussion/Open Book Test	10 marks
Assignment/Participation/Attendance	10 Marks
One Class test*	20 Marks
***As approved by Academic Council for all Courses**	

External: 60 Marks: Paper Pattern for External Examination

Q. No.	**External**	**Marks: 60**
Q .1	Objectives Questions. A MCQ/Fill in the Blanks (Any 8 out of 10) B Ture or False (Any 7 out of 10)	15 Marks
Q. 2	Practical Questions Or Practical Questions	15 Marks
Q3	Practical Questions Or Practical Questions	15 Marks
Q4	Practical Question OR Short Notes (any 3out of 5)	15 Marks

Programme Name: **B.Com.**	**Semester:I**
Course Category: Major	
Name of the Department: **Commerce**	
Course Title: **Introduction to Business**	
Course Code: **BCC102**	Course Level:**4.5**
Course Credit: **2**	Total Marks: **50**
Course Objectives: 1. To empower students with a comprehensive understanding of the essential components of business, commerce, and trade 2. To make understand business environment 3. To help to know current business models	
Course Outcomes: CO1: To study the basic concepts of business and trade CO2: To understand business environment CO3: To acquire knowledge about current business trends	

Unit No.	Content	Hours
I	Introduction to Business: DESCRIPTION a. Introduction: Concept, Functions, Scope and Significance of business b. Objectives of Business: Steps in setting business objectives, classification of business objectives c. New Trends in Business: Impact of Liberalization, Privatization and Globalization d. Case Studies of successful Businesses	15
II	Introduction to Business Environment : DESCRIPTION a. Introduction: Concept and Importance of business environment b. Constituents of Business Environment: Internal and External Environment c. International Environment: Current Trends in the World- Globalization Concept d. Case Studies on Environment practices followed by Industries	15
	Total Hours	30

References:

1. Introduction to Management: Functions and Challenges. Sarah Birrell Ivory, Emma Macdonald
2. **Zero to One** by Peter Thiel; Good to Great by Jim Collins
3. How to Win Friends and Influence People by Dale Carnegie
4. Business Enviornment ; Dr. V. C. Sinha
5. Business Enviornment ; Dr C. B. Gupta

Scheme of Examination

Internal : 20 Marks External: 30 Marks

Internal	Marks: 20
Case Study	5 marks
Active Participation/Attendance	5 Marks
Class test	10 Marks

Paper Pattern for Internal and External Examination

Internal Examination – Class Test

Q.1. Explain the following concepts. (any 5 out of 7) 10 marks

External Examination – Class Test

Q.1 Explain the following. (Any 2 out of 3) 15 marks

Q.2 Explain the following. (Any 2 out of 3) 15 marks

Programme Name: **B.Com.**	**Semester:I**
Course Category: **OE1**	
Name of the Dept: **Mathematics and Statistics**	
Course Title: **Mathematical and Statistical Technique-I**	
Course Code:**BCM103**	Course Level: **4.5**
Course Credit: 04	Total Marks: 100

Course Objectives:

1: To understand the concept of shares and mutual funds as investment tools.

2: To develop the student's ability to dal with quantitative issues in real lifeusing measures of central tendency and dispersion.

3: To introduce students to the concepts of probability and to provide them with the statistical tools necessary to make informed decisions in real-world situations.

4: To develop student ability to make Business Linear programming models in industrial profits and costs.

5: To make the best decision by comparing all possible alternatives in business.

Course Outcome: Learners will be able to

CO1: understand the concept of shares and mutual funds and cater the needs of investors using examples.

CO2: understand the basic concept in statistics and data types and measures of central tendency and dispersion in different areas of business and economics.

CO3: understand fundamental concept of probability and apply in real-life problems.

CO4: make optimal decisions using different criterion in business and to enhance problem solving skills using business models of LPP

Relevance:

1. It gives the tools of investments in share market
2. It provides a framework for logical thinking, problem solving and critical analysis.
3. It analyzes data for decision-making, revealing trends, forecasting performance, optimizing operations, and driving strategic planning to enhance profitability and reduce risks.

Scope

It encompasses various statistical and mathematical concepts and techniques applied in business and economics contexts. It includes areas such as:

- ❖ **Financial Mathematics:** Calculations related to brokerage, dividand, profit, loss in shares and N.A.V., Absolute change in N.A.V. of Mutual funds.

- **Statistics and Probability:** Analysis of data, calculation of probabilities.
- **Operations Research:** Optimization techniques, linear programming to improve operational efficiency.
- **Decision Analysis:** Quantitative methods for decision making under uncertainty, including decision trees and risk analysis.
- **Research:** Statistical tools can be used in research for Data Analysis

Unit No.	Content	Hours
I	**Shares and Mutual Funds** • Concept of shares, Market Investment trading and Operations • Creating demat account, Software Applications for Investments • Face value, market value, dividend, equity shares, preference shares, brokerage, examples. • Concept of mutual funds, entry load, exit load, dividend, calculation of net income. • Change in net asset value (N.A.V.), Average of price under the systematic investment plan.	15
II	**Introduction to Statistics** ● Applications to statistics ● Types of Variable, Constant, Attributes, Sample, Population **Types of Data and Data Collection** ● Types of Data: Primary and secondary data and difference ● Questionnaire for Data Collection ● Creating Google form for data collection **Measures of Central tendency and Dispersion** • Definition of Average, Types of Averages (Arithmetic mean, Median and Mode), Weighted Arithmetic Mean, Quartiles, Deciles, and Percentiles. • Combined mean, Histogram and Ogives. • Concept of Absolute measures of dispersion (Range, Quartile Deviation, and Standard Deviation) and its Relative measures of dispersion. • Combined standard deviation.	15

III	**Elementary Probability theory** • Factorial Notation, Permutation and Combination. Examples on commercial application of combination. • Concept of random Experiments and possible outcomes, Sample space, Discrete sample space, Events and their types. Algebra of events, Mutually Exclusive and exhaustive events, Complementary events. Classical definition of probability, Addition theorem (without proof). Multiplication theorem, Conditional Probability, Independent events. Simple examples on probability. • Random Variable and Probability distribution of Discrete random variable. Expected value/Mean and variance of random variable. Simple examples.	15
IV	**Decision Theory and LPP** • Decision making, Decision maker, Courses of Action, States of Nature, Pay-off and Pay- off matrix, Decision making under uncertainty, Maximin, Maximax, Minimax • regret and Laplace criteria, Simple examples to find optimum decision, Formulation of Payoff matrix, • Decision making under risk, Expected Monetary value, Decision tree, simple examples based on EMV, EOL • Sketching of graphs of Linear equations and Linear inequalities, Mathematical formulation of Linear programming problems up to 2 variables. • Solution of Linear programming problems using graphical methods up to two variables.	15
	Total Hours	60

References:

- Mathematics for Economics & amp; Finance by Martin Anthony & Norman Biggs.
- Fundamentals of Statistics - D. N. Elhance,
- Statistical Methods - S.C. Gupta (S. Chand & Co.
- Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)

- Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.
- Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan - Prentice Hall of India.
- Fundamentals of Applied Statistics: S. C. Gupta and V K Kapoor, Sultan Chand & Co
- Business Mathematics &Statistics: B Aggarwal, Ane Book Pvt. Limited
- Business Mathematics: D C Sancheti& V K Kapoor, Sultan Chand & Sons
- Business Mathematics: A P Verma, Asian Books Pvt. Limited.
- Statistics of Management Richard Levin & David S. Rubin Hall Of India, New Delhi

Scheme of Examination

Internal : 40 Marks External: 60 Marks

Internal	**Marks: 40**
Quiz/Group Discussion	10 Marks
Assignment/Tutorial/Attendance	10 Marks
Class test	20 Marks
Total	40 Marks

Question paper pattern

Duration: 2 Hrs **Marks: 6**

		Marks
Q.1	Attempt ***any three*** **from the following**	
a)		5
b)		5
c)		5
d)		5
Q.2	Attempt ***any three*** **from the following**	
a)		5
b)		5
c)		5
d)		5
Q.3	Attempt ***any three*** **from the following**	
a)		5
b)		5
c)		5
d)		5
Q.4	Attempt ***any three*** **from the following**	
a)		5
b)		5
c)		5
d) Page | 6		5

Programme Name: **B.Com.** **Semester:I**
Course Category: VSC
Name of the Department: **Commerce**
Course Title: Entrepreneurship Development
Course Code: **BCC104** Course Level:**4.5**
Type: Theory
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
Hours Allotted: 30 Hours
Marks Allotted: 50 Marks
Course Objectives: 1. To provide students with a comprehensive understanding of entrepreneurship and its role in personal, social and economic development. 2. To enable students to set clear business objectives and goals aligned with their venture's mission and vision.
Course Outcomes: CO1: Analyze various business models and strategies to identify opportunities for venture creation and growth. CO2: Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) business objectives and goals that align with the mission and vision of their ventures.
Description of the course: Entrepreneurship Development is a dynamic and practical course designed to equip students with the knowledge, skills, and mindset required to identify, evaluate, and pursue entrepreneurial opportunities. Through a combination of theoretical concepts, real-world case studies, and hands-on projects, this course aims to foster an entrepreneurial mindset, cultivate critical thinking, and develop practical skills necessary for success in today's competitive business environment. Students will explore various aspects of entrepreneurship, including opportunity recognition, business planning, marketing strategies, financial management, leadership, innovation, and ethical considerations.

Unit No.	Content	Hours
I	Introduction to Entrepreneurship, Theories of Entrepreneurship Importance of entrepreneurship in economic development Characteristics and traits of successful entrepreneurs	15
II	Business Planning and Strategy, Setting business objectives and goals Market analysis and competitor research Financial planning and budgeting Designing a business plan	15
	Total Hours	30

References:

1. "Entrepreneurship: Theory, Process, and Practice" by Donald F. Kuratko
2. "Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers" by Alexander Osterwalder and Yves Pigneur
3. "The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses" by Eric Ries

4. "Financial Intelligence for Entrepreneurs: What You Really Need to Know About the Numbers" by Karen Berman and Joe Knight

Scheme of Examination

Internal : 20 Marks External: 30 Marks

Internal	Marks: 20
Case Study	5 marks
Active Participation/Attendance	5 Marks
Class test	10 Marks

Paper Pattern for Internal and External Examination

Internal Examination – Class Test

Q.1. Explain the following concepts. (any 5 out of 7) 10 marks

External Examination – Class Test

Q.1 Explain the following. (Any 2 out of 3) 15 marks

Q.2 Explain the following. (Any 2 out of 3) 15 marks

Programme Name: **B.Com.** **Semester: I**	
Course Category/Vertical: Skill Enhancement Course	
Name of the Dept: **Geography**	
Course Title: **Biodiversity and Ecotourism**	
Course Code: **BCG105** Course Level:**4.5**	
Type: Theory	
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	
Course Objectives (CO): (List the course objectives) 1. To understand tourism practices for their implications locally and globally. CO 2. To know about tourism in India. CO 3. To introduce the relationship between biodiversity and tourism.	
Course Outcomes (OC): (List the course outcomes) OC 1. Develop and evaluate tourism policy and planning initiatives. OC 2. Apply principles of sustainability to the practice of tourism in the local and global context. OC 3. To equip the students for seeking suitable careers in the tourism industry.	
Description the course: (Including but not limited to)	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.

Unit No.	Content	Hours
I	**Tourism and Environment** • Tourism: Meaning, Nature, Scope and importance • Tourism as an emerging service-Factors of location and development, • Typology of tourism • Tourism potentials in India and challenges before India.	15
II	**Biodiversity and Ecotourism** • New Tourism policy of India • Consequences of tourism: Positive and negative impacts on economy, Culture, Environment and biodiversity • Emerging trends in Tourism activity • Ecotourism	15
	Total Hours	30

References:

- Matheson, Alistair and Wall Geoffrey (1983) –Tourism- Economic, Physical and social Impact, Orient Longman, London.
- Robin H. (1976) – Geography of Tourism, Mackdonald and Evans Ltd., London.
- Usha Bala (1988) – Tourism in India, Policy and Perspective, Arushi Publishers, New Delhi.
- Environmental Studies - Manan Prakashan, sheth Prakashan, Vipul Prakashan
- Batra K. L. (1990) – Problems and prospects of Tourism. Printwell Publisher, Jaipur.
- Chopra Sunita (1991)- Tourism Development of India, Ashish Publishing House, New Delhi.
- Badan and Bhatt- Eco Tourism

Scheme of Examination

Internal: 20 Marks

External: 30 Marks

Internal	Marks: 20
Project Presentation/Case Study	5 marks
Assignment/ Participation	5 Marks
Class test	10 Marks

Paper Pattern for internal Examination

Solve the following Multiple Choice Questions (10 Questions) 10 Marks

Paper Pattern for External Examination 30 Marks

Q.1 Fill in the blanks (10 Questions) 10 Marks

Q.2 Solve any two questions (From Unit 1) 10 Marks

1.
2.
3.

Q.3 Solve any two questions (From Unit 2) 10 Marks

1.
2.
3.

DEPARTMENT OF ENGLISH

COURSE CATEGORY/VERTICAL **AEC (ABILITY ENHANCEMENT COURSE)**		
COURSE TITLE ***INTRODUCTION TO BUSINESS COMMUNICATION***		
Course Level: 4.5	Course Code:**BCL106**	Course Credit: 2
Hours Per week (Theory): 1		(Tutorial): 1
Type: Theory & Tutorial		Hours allotted: 30
Marks allotted: 50 marks		

COURSE OBJECTIVE

1. To develop the awareness of complexity of the communication process.
2. To develop effective listening skills in learners so to enable them to comprehend instructions and become a critical listener.
3. To develop effective oral skills to enable students to speak confidently interpersonally as well as in large groups.
4. To develop effective writing skills to enable learners to write in a clear, concise, persuasive and audience centric manner.

To demonstrate effective use of Communication Technology.

COURSE OUTCOME

CO1 Learner's will understand the objectives of Communication at workplace and will enhance their communication skills through business communication.

CO2 Learner's will comprehend the essentials required for good business Correspondence and learn

to write effective Personnel letters.

CO3 Learner's communication skills would be enhanced with adequate exposure in reading, writing, listening, and speaking skills and related sub skills.

DESCRIPTION OF THE COURSE		
Business Communication is essential in today's business environment, facilitating effective exchange of information and fostering collaboration. It equips individuals with skills to communicate persuasively, adapt to diverse audiences, and navigate conflicts. Its relevance spans across industries, enhancing job prospects in roles such as marketing, management, and public relations.		
ORGANISATION OF THE COURSE		
UNIT NO	COURSE UNITS AT A GLANCE	HOURS
1	COMMUNICATION SKILLS	10
2	WRITING SKILLS: THEORY OF LETTER WRITING	10
3	LANGUAGE SKILLS	10
TOTAL HOURS		30

COURSE DESIGN
COURSE OUTCOME 1 TO INTRODUCE COMMUNICATION AT WORKPLACE
COURSE UNIT TITLE 1 COMMUNICATION AT WORKPLACE.
DESCRIPTION 1) CONCEPT OF COMMUNICATION 2) OBJECTIVES OF COMMUNICATION .3) METHODS OF COMMUICATION. 4) CHANNELS OF COMMUNICATION. 5) BARRIERS TO COMMUNICATION. 6) LISTENING SKILLS.
PEDAGOGICAL APPROACH: CHALK AND TALK, POWER POINT PRESENTATIONS, ICT, NPTEL reference videos
COURSE OUTCOME 2 To know the essentials of good Business Correspondence. To get acquainted with different formats of Letters. To write effective Personnel letters.
COURSE UNIT TITLE 2 WRITING SKILLS: **THEORY OF LETTER WRITING.**
DESCRIPTION: 1 PARTS OF LETTER AND LAYOUT OF LETTER. 2 JOB APPLICATION AND RESUME 3. LETTER OF ACCEPTANCE OF JOB OFFER. 4. LETTER OF RESIGNATION 5. LETTER OF APPRECIATION 6. ESSENTIALS OF EMAIL WRITING.- Chat GPTs
PEDAGOGICAL APPROACH CHALK AND TALK METHOD, POWERPOINT PRESENTATIONS. Chat GPTs

COURSE OUTCOME 3 i. To enhance the learner's communication skills by giving adequate exposure in reading, writing, listening, and speaking skills and related sub skills. ii. To build up learner's confidence in oral and interpersonal communication
COURSE UNIT TITLE 3 Language skills
DESCRIPTION 1 Reading skills 2 Speaking skills 3 Writing skills 4. Listening skills- Empathetic listening skill 5. Presentation skills.
PEDAGOGICAL APPROACH Chalk and Talk method, POWER POINT presentations, You tube videos.

References:

Cronen, V., & Pearce, W. B. (1982). The coordinated management of meaning: A theory of communication. In F. E. Dance (Ed.), *Human communication theory* (pp. 61–89). New York, NY: Harper & Row.

Habermas, J. (1984). *The theory of communicative action* (Vol. 1, p. 100). Boston, MA: Beacon Press.

Leavitt, H., & Mueller, R. (1951). Some effects of feedback on communication. *Human Relations*, *4*, 401–410.

McLean, S. (2003). *The basics of speech communication*. Boston, MA: Allyn & Bacon.

McLean, S. (2005). *The basics of interpersonal communication*. Boston, MA: Allyn &

Bacon.

National Association of Colleges and Employers,National Association of Colleges and Employers. (2009). Frequently asked questions. Retrieved from **http://www.naceweb.org/Press/Frequently_Asked_Questions.aspx?referal=**

National Commission on Writing for America’s Families, Schools, and Colleges. (2004, September). *Writing: A Ticket to Work…Or a Ticket Out, A Survey of Business Leaders*. Retrieved from **http://www.writingcommission.org/pr/writing_for_employ.html**

Pearce, W. B., & Cronen, V. (1980). *Communication, action, and meaning: The creating of social realities*. New York, NY: Praeger.

Pearson, J., & Nelson, P. (2000). *An introduction to human communication: understanding and sharing* (p. 6). Boston, MA: McGraw-Hill.

Weekley, E. (1967). *An etymological dictionary of modern English* (Vol. 1, p. 338). New York, NY: Dover Publications.

Wood, J. (1997). *Communication in our lives* (p. 22). Boston, MA: Wadsworth.

Vocate, D. (Ed.). (1994). *Intrapersonal communication: Different voices, different minds*. Hillsdale, NJ: Lawrence Erlbaum.

Scheme of Examination:

Internal: 20 marks

External: 30 marks

Internal	**M**arks
Class test	**1**0
Class participation-	**0**5
Tutorials- Practical Approach	**0**5

Sheth T. J. Education Society's
Sheth N.K.T.T College of Commerce and
Sheth J.T.T College of Arts, (Autonomous) Thane (W)

Programme Name: **B.Com./B.A.**	**Semester: I**
Course Category/Vertical: Value Education Course	
Name of the Dept: Commerce	
Course Title: Life Skills and Holistic Development - I	
Course Code: BCC107	Course Level: 4.5
Type: Theory	
Course Credit: 2 credits	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	

Course Objectives:

1 To introduce learners to the concept of life skills, their global significance, types, and practical applications in everyday life.

2. To enhance students' understanding of self-awareness and personality development by exploring key concepts, personality types, traits, and techniques for building confidence and a positive attitude.

Course Outcomes :

CO 1 Students will be able to define life skills, identify WHO's core life skills, classify them into types, and apply them effectively in real-life situations.

CO 2 Students will be able to identify their personality traits, understand factors influencing personality, and apply strategies to build confidence and develop a positive, growth-oriented mindset.

Relevance:

These topics help students improve decision-making, communication, emotional strength, and relationships. Understanding personality and life skills is important for personal growth, academic success, and preparing for real-life challenges.

Scope:

This syllabus covers essential life skills and personality development. It introduces the importance of life skills, WHO's 10 core life skills, and their practical use in daily life. It also focuses on self-awareness, personality types, confidence building, and developing a positive attitude.

Syllabus: NEP 2020 w.e.f 2025-26

Unit No.	Content	Hours
I	• Definition and Importance of Life Skills • WHO's Core Life Skills (self-awareness, empathy, critical thinking, creative thinking, decision making, problem-solving, effective communication, interpersonal relationships, coping with stress, and coping with emotions) • Personal Life Skills • Interpersonal Life Skills • Cognitive Life Skills • Application of Life Skills in Daily Life • Values and Ethics in Life Skills • Case studies on success stories on life skills	15
II	• Self-awareness and Personality Development • Meaning, Definition, Factors that determine personality • Importance of personality development • Personality Types and Traits • Building Confidence and Positive Attitude • Grooming habits for professional growth • Emotional Intelligence (EQ) • Case studies of famous personalities	15
	Total Hours	30

References:

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.

2. Finding Success Within – 52 Life Skills for Young Indians by Vivek Atray

3Soft Skills: Personality Development for Life Success by Prashant Sharma

4. Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002

5. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003

6. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001

7. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).

8. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.

Scheme of Examination

Internal: 20 Marks External: 30 Marks

Pattern for Internal Examination

Internal	**Marks: 20**
Assignment	05 marks
Active class Participation/Attendance	05 Marks
Class test	10 Marks

Pattern for Class test

Attempt any five concepts out of eight (Marks: 10)

Pattern for External Examination

Field Project/Assignment/Presentation/Viva of (Marks: 30)

Programme Name: **B.Com.** **Semester: I**
Course Category/Vertical: Indian Knowledge System
Name of the Dept: Economics
Course Title: Economic Thoughts of Kautilya and Chhatrapati Shivaji Maharaj
Course Code**:** **BCE108** Course Level:**4.5**
Type: Theory
Course Credit: 2 credits
Hours Allotted: 30 Hours
Marks Allotted: 50 Marks
Course Objectives (CO): (List the course objectives) 1. To introduce students with Economic Thoughts and policies of Kautilya and Chhatrapati Shivaji Maharaj 2. To comprehend practical applicability of these models
Course Outcomes (OC): (List the course outcomes) 1. Students will be able to understand Economic Thoughts and policies of Kautilya and Chhatrapati Shivaji Maharaj 2. Students will be able to comprehend practical applicability of these models.

Description the course: (Including but not limited to)	Study of this paper will help students understand economic thoughts and policies prevalent during the times of Kautilya and Chhatrapati Shivaji Maharaj. Learners will be able to understand and apply effectively policies of governance, management and welfare state in modern times.

Unit No.	Content	Hours
I	Kautilya's Arthashastra- cultural background and duties of four varnas, aspects of economy- agriculture, industry, trade and welfare- Public administration, financial administration, economic policies and development, foreign policy and foreign trade, learning for modern policy makers	15
II	Economic policies of Chhatrapati Shivaji Maharaj-agricultural policy, manufacturing and trade policy, mints and currency, welfare state policies, revenue system, conducive policies to support trade and business, learning for modern policy makers	15
	Total Hours	30

References:

1. T. Ganapati Shastri (2005), Arthashastra of Kautilya, Chaukhambha Surbharti Prakashan, Varanasi, India
2. Kautilya, The Arthashastra, Penduine Books, Delhi
3. Kautilya’s Arthashastra: The way of Financial Management and Economic Governance, Jaico Publishing House, Mumbai, India.
4. Prof Namdevrao Jadhav (2019), Chhatrapati Shivaji Mararaj- Father of modern Economics, Rajmata Publication
5. Prof Namdevrao Jadhav (2013), Shivaji Maharajanche Arthashastra (Marathi), Rajmata Prakashan

6. Kedar Mahadevrao Phalke (2023), The Economy of the Maratha Kingdom C. 1595-1707, Rupa Publication.

Scheme of Examination

Internal: 20 Marks External: 30 Marks

Pattern for Internal Examination

Internal	Marks: 20
Assignment	05 marks
Active class Participation/Attendance	05 Marks
Class test	10 Marks

Pattern for Class test

Attempt any five concepts out of eight (Marks: 10)

Pattern for External Examination

Q. No.	External	Marks: 30
Q .1 (From Module 1)	Q.1 Full Length Question OR Q.1 a) b)	15 Marks 8 Marks 7 Marks
Q. 2 (From Module 2)	Q.2 Full Length Question OR Q.2 a) b)	15 Marks 8 Marks 7 Marks

Programme Name: All programmes **Semester:I**
Course Category: Certificate Course (CC)
Name of the Department: Sociology
Course Title: **National Service Scheme**
Course Code**:** **BCS109** Course Level:**4.5**
Type: Theory / Practical
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
Hours Allotted: 30 Hours
1. Marks Allotted: 50 Marks
Course Objectives: 1. To make aware the students about NSS ideology ii. To make students understand social issues in India.
Course Outcomes: 1. Students will be aware the students about NSS ideology 2. Students will understand social issues in India.
Introduction: The NSS introduces students to the concept of voluntary community service as a means of personal development and nation-building. It typically involves engaging in various activities such as environmental conservation, literacy campaigns, health awareness drives, and disaster relief efforts. Relevance and Usefulness: In today's society, where there is a growing need for civic engagement and social cohesion, the NSS plays a crucial role. It instills a sense of civic duty and social responsibility in young people, empowering them to contribute positively to their communities and society at large. Application: Through hands-on participation in community service projects, NSS volunteers gain practical experience in leadership, teamwork, problem-solving, and communication skills. They also develop a deeper understanding of social issues and learn how to address them effectively through grassroots initiatives. Interest and Connection with Other Courses: The NSS intersects with various academic disciplines such as social work, public administration, sociology, and development studies. It provides students with opportunities to apply theoretical knowledge in real-world settings and reinforces the importance of active citizenship and social justice. Demand in the Industry: Employers increasingly value candidates who demonstrate a commitment to community service and civic engagement. Participation in the NSS signals to potential employers that an individual is socially conscious, proactive, and capable of working collaboratively towards common goals. Job Prospects: Graduates who have participated in the NSS often find themselves well-equipped for a wide range of career paths. They may pursue roles in the nonprofit sector, government agencies, corporate social responsibility departments, international development organizations, or even entrepreneurship ventures with a social impact focus.

Unit No.	Content	Hours
I	UNIT I: Introduction to NSS - Orientation and structure of NSS - The history of NSS- Objectives- Symbol and meaning- NSS hierarchy from national to college level	15
II	UNIT II: Basic social issues in India - Degeneration of value system, family system - Gender issues - Regional imbalance	15
	Total Hours	30

References:

1. National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.
2. University of Mumbai National Service Scheme Manual 2009.
3. http://nss.nic.in

Scheme of Examination

Internal : 20 Marks External: 30 Marks

Internal	Marks: 20
Assignment	5 marks
Active participation/Attendance	5 Marks
Class test	10 Marks

Paper Pattern for Internal and External Examination

Internal Examination – Class Test

Q.1. Attempt any two from the following. 10 marks

External Examination-

Assignment based on Community work. 30 marks

Sheth T. J. Education Society's
Sheth N.K.T.T College of Commerce and
Sheth J.T.T College of Arts, (Autonomous) (W)

Programme Name: **All Programmes**	**Semester: I**
Course Category/Vertical: **Co-Curricular (CC)**	
Name of the Dept: **Psychology**	
Course Title: **Yoga**	
Course Code: As per course structure	Course Level:4.5
Type: Theory / Practical	
Course Credit: 2 credits	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	
Learning Objectives: 1. To impart to the students the knowledge of teachings and philosophy of yoga tradition. 2. To provide the knowledge of various Yoga therapy practices like asana (posture), pranayama (voluntarily regulated breathing techniques).	
Course Outcomes (CO): OC 1. Students will be able to understand the basic principles and applications of Yoga. OC 2. Students will be able to use the Practical knowledge in their day to day life.	
Description the course: **(Including but not limited to)**	Yoga practices will be important for the upcoming lifestyle hence students can seek a career in the same. Students will understand the importance of yoga in life. Students will be having practical exposure. Hence, practicing yoga will help students to maintain their health.

Syllabus: NEP 2020 w.e.f 2024-25

Unit No.	Content	Hours
I	**Theory of Yoga** A) Definition and meaning- Yoga, Sthula & Sukshma Vyayam, Asana, Pranayam, Yama & Niyama, Types of Shuddhi Kriya, Badhak Tatva B) Pranayam- Breath Awareness, Sectional Breathing, Anulom Vilom	10
II	**Practical**	20

	A) Prayer, Yogic Sanchalan, Yogic Sukshma Vyayam : Grievashakti vikasak, Katishakti vikasak, Jangha Shakti vikasak, Shwasan Marg shuddhi & Kapalbhati B) Asana- Standing Yogasana: Tadasana, Vrikshasana, Parivritta Trikonasana, Veerbhadrasana. Sitting Asanas: Vajrasana, Gomukhasa, Sasankasana, Padmasana, Parvatadana, Bhadrasana, Ustrasana. Prone Asanas: Bhujangasana, Ardha Shalbhasana, Adhomukh Shwanasana. Supine Yogasana : Uttanpadasana, Ardha Halasana, Saral Matsyasana, Ardha Pavan Muktasana, Setubandhasana & Shavasana	
	Total Hours	30

References:

1. Rajayoga - Swami Vivekananda - Ramakrishna Ashrama Publications.
2. C.D. Sharma: Critical Survey of Indian Philosophy, Motilal Banarsidass Publications 2003

Scheme of Examination

Internal: 20 Marks External: 30 Marks

Internal	**Marks: 20**
Class test	10 marks
Quiz	5 marks
Class Participation	5 marks

Paper Pattern for External Examination

Practical demonstration of asanas 30 marks